

BUDGET POLICY (FMPM)

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1 PURPOSE

- 1.1 The purpose of this policy is to provide information and direction on the CQUniversity's budget philosophy and to ensure the existence of a robust system for preparing and monitoring the annual budget.

2 SCOPE

- 2.1 This policy applies to the University's annual budget activity and to all staff responsible for the preparation, reporting, approval and monitoring of budget-related activities in accordance with the strategic direction and organisational structure of all University Divisions.

3 POLICY STATEMENT

Policy Framework

- 3.1 The [Financial Management Practice Manual](#) (FMPM) is the University's financial management policy framework. As such, this policy forms part of and must be read in conjunction with the FMPM.

Preparation of the Annual Budget

- 3.2 The Deputy Director, Corporate Budget will prepare an annual budget in conjunction with the University Divisions. The budget will encompass all funding sources of the University and be consistent with the University's planning requirements detailed in the [Planning and Reporting Policy \(FMPM\)](#).
- 3.3 The budget will be submitted to the Strategic Planning and Projects Committee for consideration and recommendation to the University Council for final approval prior to the commencement of the financial year.

Budget Philosophy

- 3.4 The budget will be prepared on the basis of two general principles:
- The budget will, as near as practicable within the financial environment of the time, aim to be in balance over the economic cycle.

- Borrowing will be included in the budget only when it is serviceable and is needed to enable the University to grow and/or develop.

Monitoring Performance

- 3.5 The Deputy Director, Corporate Budget will prepare a quarterly forecast, reviewing and monitoring the University's performance against Budget. The forecast will be submitted to the Strategic Planning and Projects Committee for consideration and recommendation to the University Council for final approval at relevant intervals throughout the financial year.

4 RESPONSIBILITIES

Compliance, Monitoring and Review

- 4.1 The Deputy Director, Corporate Budget is responsible for preparing the annual budget, forecasts, and for managing the implementation of this policy and ensuring that its provisions are adhered to and applied consistently across the University.
- 4.2 The Strategic Planning and Projects Committee and University Council are responsible for endorsing and approving the annual budget and forecasts, and for monitoring the University's performance against the budget.
- 4.3 Compliance and monitoring will be assessed through regular reporting and analytical reviews.

Reporting

- 4.4 There are no additional reporting requirements.

Records Management

- 4.5 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University's [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Act 1998](#)

[Delegation of Authority Policy \(FMPM\)](#)

[Financial Accountability Act 2009](#)

[Financial and Performance Management Standard 2009](#)

[Financial Management Practice Manual](#)

[Planning and Reporting Policy \(FMPM\)](#)

7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Audit, Risk and Finance Committee
Administrator	Deputy Vice-Chancellor (Finance and Planning)
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Approval and Amendment History	Details
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